**Eligibility Overview (E640)**

Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces) must be automation compatible (C820), 100% ZIP+4 barcoded or delivery point barcoded (C840), sorted and marked as described below. Pieces are eligible if not required to be mailed at First-Class rates or not eligible for Periodicals rates. Nonprofit rates require specific authorization (E670).

**Rates and Fees (R600)**

| | Regular | Nonprofit |
|---|---|---|
| *For pieces weighing 3.3 ounces (0.2063 pound) or less* | | |
| 3/5 | $0.261 | $0.166 |
| Basic | 0.300 | 0.189 |
| *For pieces weighing more than 3.3 ounces (0.2063 pound)* | | |
| Per piece rates: | | |
| 3/5 | $0.115 | $0.046 |
| Basic | 0.154 | 0.069 |
| PLUS Per pound rates: | 0.708 | 0.584 |

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF or SCF (E650).

Annual $150.00 presort mailing fee (E610.6.1).

**Addressing (A800, A950)**

Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code.

Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses matched using a CASS/MASS-certified process within 180 days before mailing date.

**Characteristics and Content (C820, C840)**

Maximum weight: less than 16 ounces.

Shape: rectangular.

Dimensions:

Flats may qualify for the automation discount based on the dimensions and flexibility criteria for the AFSM (automated flat sorting machine) 100 or FSM 1000. See C820 (or Quick Service Guide 820) for specific standards.

All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.

**Deposit (D600)**

Mailing entered at an acceptance point designated by USPS.

**Mail Preparation and Sortation (M820)**

Marking on each piece in the postage area:
- **Regular:** "Presorted Standard" or "PRSRT STD."
- **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT."

Use of the "AUTO" marking is optional.

Documentation:
- Postage statement:
  **Regular:** Form 3602-P (postage affixed) or Form 3602-R (permit imprint).
  **Nonprofit:** Form 3602-NP (postage affixed) or Form 3602-N (permit imprint).
- Form 3553 (address and barcode accuracy (A950)) must be retained by mailer for 1 year.
- Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

Barcoded sack labels required (M032).

Pallets are preferred (see QSG 045).

Pieces meeting specifications for the automated flat sorting machine (AFSM) 100 in C820.2 must be prepared in separate packages from pieces meeting specifications for the FSM 1000 in C820.3. Separate package minimums (M820.4) must be met for each package type. Within each package, mailers may combine pieces of nonidentical weights if authorized under P700. AFSM 100 and FSM 1000 packages may be combined in the same sacks or on the same pallets.

**Postage and Payment Methods (P600)**

Any mailing job that contains packages of Presorted flats and packages of automation flats must be co-sacked using M910.3.0.

Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.

Additional standards apply to mailings of nonidentical-weight pieces.

**Special Services (S900)**

No special services are available for Standard Mail automation flats (E610.9.1).
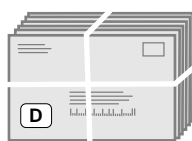
## Packaging and Sacking Sequence (M820.5)

| 5-Digit | 3-Digit | ADC | Mixed ADC |
|---|---|---|---|
| **Packages (for pieces 3/4 inch thick or less):** Required with 17 pieces, optional with 10 to 16 pieces to the same 5-digit ZIP Code, (use of a consistent minimum is required for all 5-digits in a mailing job); fewer than 10 pieces in a package not permitted.[1] | **Packages:** Required if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a package not permitted. | **Packages:** Required if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted. | **Packages:** Any remaining pieces must be packaged in mixed ADC packages. |
| **Labels:** Red Label D or optional endorsement line (OEL). | **Labels:** Green Label 3 or OEL. | **Labels:** Pink Label A or OEL. | **Labels:** Tan Label MXD or OEL. |
| **Rate:** 3/5 | **Rate:** 3/5 | **Rate:** Basic | **Rate:** Basic |

D · 3 · A · MXD

| CLEVELAND OH    44114 | CLEVELAND OH    441 | ADC CLEVELAND OH    440 | MXD PORTLAND OR    970 |
|---|---|---|---|
| STD FLTS 5D BC | STD FLTS 3D BC | STD FLTS ADC BC | STD FLTS BC WKG |
| PORTLAND OR | PORTLAND OR | PORTLAND OR | PORTLAND OR |

| 5-Digit | 3-Digit | ADC | Mixed ADC |
|---|---|---|---|
| **Sacks:** Required at 125 pieces or 15 pounds; smaller quantities not permitted. | **Sacks:** Required at 125 pieces or 15 pounds; smaller quantities not permitted. (Exception: A sack must be prepared for any remaining packages for each 3-digit ZIP Code prefix of SCF serving post office where mail is verified.) | **Sacks:** Required at 125 pieces or 15 pounds; smaller quantities not permitted. | **Sacks:** Required, no minimum for any remaining packages placed in mixed ADC sacks. |
| **Barcoded Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail. | **Barcoded Labels:** For Line 1, use L002, Column A, for destination facility. | **Barcoded Labels:** For Line 1, use L004 for destination facility. | **Barcoded Labels:** For Line 1, use "MXD" followed by L803 (for BMC/ASF entry, use L802). |

1. For pieces greater then 3/4 inch thick, packages required if 10 or more pieces to the same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.
Rate is based on type of package regardless of sack in (or pallet on) which it is placed.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.